

**BY ORDER OF THE COMMANDER  
30TH SPACE WING**

**30TH SPACE WING INSTRUCTION 36-2810**

**1 JUNE 2011**



**Personnel**

**TEAM VANDENBERG RECOGNITION AND  
AWARDS PROGRAM**

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This instruction extends the guidance from AFD 36-28, *Awards and Decorations Program* and AFI 36-2803, *The Air Force Awards and Decorations Program*. This 30th Space Wing (30 SW) instruction governs the base-level Team Vandenberg recognition programs and prescribes the procedures required for implementation of quarterly and annual award/recognition programs. This instruction applies to all military and DOD civilian personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, and authorized by 10 U.S.C. 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System and F036 AF PC Q, Personnel Data System (PDS) applies. System of Records Notice F036 AF PC V, Awards and Decorations, applies. Refer recommended changes and questions about this instruction to 30 SW/CCC, 747 Nebraska Avenue, Suite A200 VAFB CA 93437-6261 using AF Form 847, *Recommendation for Change of Publications*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This publication has been substantially revised and should be reviewed in its entirety. It reflects changes in guidance dealing with the AF Awards and Decorations Program as it pertains to the 30 SW.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Purpose.** Establish quarterly and annual award procedures and guidelines for 30 SW and participating associate units. This program is to recognize superior performance and outstanding achievement. These guidelines apply to officer, enlisted, and civilian personnel.

**1.2. Philosophy.** Recognition is everyone's responsibility and rewarding people ultimately enhances unit, base and Air Force missions. Recognition may be accomplished in a variety of ways and the administration of such programs should promote morale, camaraderie, and esprit de corps. Accordingly, wing programs established in this instruction will enable all levels of leadership in meeting this responsibility.

## **Chapter 2**

### **RESPONSIBILITIES**

#### **2.1. Wing Commander (30 SW/CC)**

- 2.1.1. Final approval authority for all recognition programs and established awards.
- 2.1.2. Provides the resources and funding to support Team Vandenberg's formal recognition program.
- 2.1.3. Provides management guidance and direction for all Team Vandenberg formal and informal recognition programs.
- 2.1.4. Approves all category selections of quarterly and annual award winners.

#### **2.2. Vice Commander (30 SW/CV)**

- 2.2.1. Chairs or appoints a chair for the annual Company Grade Officer (CGO) selection board. Appoints a Group Commander or designated representative to chair the quarterly CGO selection boards. Appoints the 30 SW/DS or designated representative to:
  - 2.2.1.1. Establish a recognition program for the wing staff agencies.

#### **2.3. Executive Director (30 SW/CD)**

- 2.3.1. Oversees and manages the civilian recognition process.
- 2.3.2. Ensures compliance with this instruction.
- 2.3.3. Acts as a liaison with the union to preserve the approved guidelines for the civilian recognition program.
- 2.3.4. Chairs the quarterly and annual civilian selection boards.
- 2.3.5. Approves the selections for these awards.

#### **2.4. Command Chief Master Sergeant (30 SW/CCC)**

- 2.4.1. Provides management oversight and acts as an advisor for the Team Vandenberg enlisted recognition process.
- 2.4.2. Appoints a SNCO as the Team Vandenberg Awards Program Committee Manager (APCM). Appointment of APCM is typically for a one-year period.
- 2.4.3. Provides governing guidance and direction to the APCM on all recognition program requirements.
- 2.4.4. Establishes quarterly and annual awards program suspense dates upon receipt of all higher headquarter suspense's and club availability dates. This will include award program announcements, package suspense dates, board dates, ceremony dates and any other suspense dates deemed necessary.
- 2.4.5. Administers the annual First Sergeant of the Year selection board and serves as selection board president.
- 2.4.6. Selects board members for enlisted package scoring.

2.4.7. Maintains a budget for the recognition program.

2.4.8. Provides necessary support and assistance to Team Vandenberg recognition programs and purchase of recognition mementos.

## **2.5. Protocol Office (30 SW/CCP)**

2.5.1. Coordinates reservations and seating for all general officers, colonels, and distinguished visitors for all award luncheons and banquets.

2.5.2. Prepares and sends invitations and receives RSVPs for all general officers, colonels, and distinguished visitors for each award luncheon and banquet.

2.5.3. Provides a list of RSVP attendees to the APCM or designated representative no later than 48 hours prior to the awards luncheon/banquet.

2.5.4. Provides the APCM a head table introduction listing 24 hours prior to the actual ceremony.

2.5.5. Reviews scripts for all ceremonies for conformity with proper customs, courtesies, and protocol.

## **2.6. Team Vandenberg Awards Program Committee Manager**

2.6.1. Provides management and oversight of the base recognition program. Coordinates all activities that make up the recognition program to include program administration, selections, protocol, advertising, as well as, the luncheon and banquet.

2.6.2. Implements and executes the Team Vandenberg recognition program as described within this instruction. In counsel with 30 SW/CCC, resolves any problem, issue or concern throughout the competition period.

2.6.3. Maintains an awards program continuity book.

2.6.4. Provide a list of winners, a draft of the script and program to the 30 SW/CC and CCC at least 3-duty days prior to each quarterly or annual awards selection period.

2.6.5. Develops and coordinates the quarterly luncheons and annual banquets.

2.6.6. Ensures all guidance, rules of engagement and suspense dates are established and publicized in all available media forums.

2.6.7. Solicits committee members to fulfill the duties and responsibilities of the following positions: Deputy Awards Program Committee Manager, Awards Program Committee Administrator, Ceremony and Dining Coordinator, Marketing and Public Affairs Coordinator, Honor Guard representative, volunteer representative and non-appropriated funds representative. Establishes subcommittees as required.

2.6.8. Organizes meetings of committee members to synchronize activities as required.

2.6.9. Prepares notification and any additional instructions (including established suspense's) prior to each award period and ensures distribution to each organization.

2.6.10. Ensures appropriate gifts and recognition items are obtained for each category winner in a timely manner.

2.6.11. Develops the event script and ensures coordination with Wing Protocol and the 30 SW/CCC.

2.6.12. Schedules emcees and proffers.

2.6.13. At least 30 days prior to package suspense dates, conducts media operations utilizing all available venues to advertise package suspense's, requirements, and quarterly awards luncheon and annual awards banquet dates.

2.6.14. Receives, organizes and archives quarterly awards packages via automated means.

2.6.15. Serves as the primary collection point for all nomination packages.

2.6.16. Arranges package improvement panels as required prior to submitting packages for higher headquarters competition.

2.6.17. Ensures all 30 SW quarterly and annual awards packages for military and civilian categories are delivered to the 30 SW/CCE and forwarded to 14 AF in accordance with the established suspense dates and requirements.

2.6.18. Ensures all media venues are used to announce the winners; including posting the winners photos on the Vandenberg network and 30 SW awards boards.

2.6.19. Ensures the Vandenberg network are updated within 24 hours after ceremony and awards boards are updated within one week after quarterly awards luncheon and annual awards banquet.

## **2.7. Team Vandenberg Awards Program Committee Members**

2.7.1. All committee members are appointed by the APCM. Members appointed to these positions must not have any of the following derogatory information in their file: recipient of judicial or non-judicial actions, unfavorable information file, control roster, other administrative actions (e.g., admonishment, reprimand, referral EPR/OPR, denial of reenlistment, etc.), or failure to make satisfactory progress in the fitness program IAW AFI 10-248, *Air Force Fitness Program*.

2.7.1.1. Deputy Awards Program Committee Manager (DAPCM). This position will require a SNCO and is appointed by the APCM. Duties include assisting the APCM, fulfilling the APCM's duties in the absence of the primary, and serving as the alternate to other committee members, as required. The DAPCM is also responsible for maintaining a current Team Vandenberg Recognition Program continuity book for the APCM and the 30 SW/CCC.

2.7.1.2. Awards Program Administrator. Fulfills administrative duties and responsibilities for the awards program. Gathers listings of all nominees and winners from APCM, and develops recognition ceremony programs. Provides a draft program for the APCM's review and approval.

2.7.1.3. Ceremony Coordinator. Schedules, chaplain, honor guard, singers, photographer, visual information, sound systems, club layout (podiums, award tables, flags, table decorations, etc.), greeting tables, and other requirements as deemed necessary.

2.7.1.4. Dining Coordinator. Conducts and monitors all ticket sales, ensures nominee reservations are made through the First Sergeant Council, and establishes sales cut-off

dates. Develops table seating plan based on tickets sold, and maintains a fair-share distribution for attending units based on unit size. Provides total attendance numbers to club management NLT 72 hours prior to the event.

2.7.1.5. Volunteer Representative. Provides oversight of the volunteer recognition process and ensures compliance with this instruction. Coordinates with the 30 MSG/CD on awards approval and any issues or changes in the process.

2.7.1.6. Honor Guard Representative. Provides oversight of the Honor Guard recognition process and ensures compliance with this instruction. Provides winners' information to the APCM within established times, dates and formats.

2.7.1.7. Non-Appropriated Funds (NAF) Representative. Provides oversight management of the NAF recognition process and ensures compliance with this instruction. Provides winners' information to APCM within established times, dates and formats.

**2.8. Commanders.** Commanders at all levels must organize and manage their awards programs to support each level of competition from squadron and group to the base-level program.

2.8.1. Group commanders will appoint a group level primary and alternate POC to interface with the APCM on all matters concerning Team Vandenberg's recognition programs.

2.8.2. Commanders at all levels:

2.8.2.1. Ensure the integrity and effectiveness of all recognition programs while emphasizing strict compliance with this instruction; establish recognition program requirements within their units.

2.8.2.2. Approves and disapproves all nomination packages being forwarded for higher competition.

**2.9. Associate Units.** All associate units are highly encouraged to participate in the Team Vandenberg recognition process and programs. The requirements and guidelines of this instruction apply.

**2.10. 30th Space Wing Command Management Office (30 SW/CCA) Provides necessary support and assistance in support of Team Vandenberg recognition programs.**



## Chapter 3

### QUARTERLY AWARDS PROGRAM

**3.1. General Information.** This program recognizes individuals for outstanding achievements and superior duty performance. 30 SW military and civilian category winners' packages are forwarded to compete at the Numbered AF level.

3.1.1. Competition Periods. There are four periods each year. Each period begins in January, April, July, and October respectively. Periods are three months long and only achievements performed within the designated period are considered for that specific quarterly award. Annual awards are considered based on a calendar year time-frame.

3.1.2. Suspense's. Suspense dates are established, announced, and advertised by the APCM. The APCM will make an announcement a minimum of 30 days in advance via e-mail to group POCs. Unless otherwise approved by the appropriate authority, all packages are due by 1600 hours on the suspense date.

3.1.2.1. Recognition process information is provided to commanders, group executive officers, group superintendents, first sergeants and group POCs. Contact the APCM for current awards process information.

3.1.3. Nominating Officials. The 30 SW/DS (wing staff agencies), each 30 SW group commander, and each associate unit group or unit commander may nominate one deserving individual per competition category.

3.1.4. Competition Candidates. Any individual permanently assigned to the 30th Space Wing or an associate unit assigned to Vandenberg AFB. Geographically-separated units will participate in their local programs.

3.1.4.1. Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a member was a Senior Airman for 2 months and then was promoted to Staff Sergeant, the member will compete in the Airman category.

3.1.4.2. Permanent party 30 SW or Associate Unit military members do not require a time-on-station minimum to compete for an award.

3.1.4.3. Civilians must be assigned to the nominating unit for the entire period of the nomination and must serve in a permanent appointment.

3.1.4.4. The following are eligible for each competition category:

**Table 3.1. Recognition Category Eligibility**

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Chief Master Sergeant
CGO Category	Second Lieutenant – Captain
Civilian Category I	General Schedule (GS) GS-1 through GS-8 Wage Grade (WG) WG-1 through WG-7 Wage Level (WL) WL-1 through WL-5 ( <i>Serving in a Permanent Appointment</i> )
Civilian Category II	GS-9 through GS-13 WG-8 through WG-15 WL-6 and WL-15 ( <i>Serving in a Permanent Appointment</i> )
Civilian Supervisor Category I	GS-1 through GS-8, Serving in Supervisory coded position WS-1 through WS-10 ( <i>Serving in a Permanent Appointment</i> )
Civilian Supervisor Category II	GS-9 through GS-13, Serving in Supervisory coded position WS-11 through WS-14
Active Duty/DOD Civilian Volunteer	Only an individual (not couples or agencies) Active Duty or DOD Civilian
Family Member/Non-DOD Civilian Volunteer	Only an individual (not couples or agencies) and no age limit Civilian (non-DOD) or Family Members
Honor Guard - Airman	Airman Basic – Senior Airman
Honor Guard - NCO	Staff Sergeant – Technical Sergeant
Honor Guard - CGO	2d Lieutenant – Captain

3.1.5. Candidate Disqualifiers. Criteria outlined below apply to competitors any time during the competition period.

3.1.5.1. CGOs selected for Major before or during the award period.

3.1.5.2. Individuals who won in any category the previous quarter (N/A for annual awards).

3.1.5.3. Individuals who have been subjected to or a recipient of judicial or non-judicial punishment, unfavorable information file, control roster action, or other administrative actions (e.g., admonishment, reprimand, referral EPR/OPR, denial of reenlistment, etc.) during the competition period.

3.1.5.4. Individuals making unsatisfactory progress in the fitness program (ref. AFI 10-248) or presenting an unprofessional military image.

3.1.5.5. Individuals failing to meet the requirements of their Air Force specialty.

3.1.5.6. Civilian nominees having disciplinary action, any substantiated finding of discrimination or grievance against them during the competition period.

### 3.2. Nomination and Selection Process.

#### 3.2.1. Company Grade Officers Packages

3.2.1.1. Nomination cover letter ([Attachment 2](#)). The commander or designated representative will sign the nomination cover letter verifying that all the information contained in the AF Form 1206, *Nomination for Award* is accurate and that all requirements set out in paragraph [3.1.4](#) And [3.1.5](#) are met.

3.2.1.2. Short biography ([Attachment 3](#)).

3.2.1.3. Current version of AF Form 1206 written in bullet format (Refer to [Attachment 4](#) for format and headings.)

3.2.1.4. Provide bullet statements regarding these three mandatory headings: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement. All accomplishments are placed on the front side of the 1206 only and are limited to 15 lines or less. To maintain the spirit and intent of the “whole-person” concept, Leadership and Job Performance in Primary Duty should comprise 60% of the total bullets, Significant Self-Improvement should comprise 20%, and Base or Community Involvement should comprise 20%.

**Note:** Section headings and acronym lists do not count against the 15 lines. Do not extend the headings with more information on the nominee. The additional information will get removed from the 1206.

3.2.1.5. Current Fitness Report.

3.2.1.6. E-mail all completed award packages to the Team Vandenberg Quarterly Awards.

3.2.1.7. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the APCM and approved by the 30 SW/CV prior to 1600 on the suspense date.

3.2.1.8. Board Composition. The CGO recognition board will consist of a colonel (or select) as board president, with four additional lieutenant colonels (or selects) or higher as board members. Membership rotates each quarter according to the following [Table 3.2](#) The CGO recognition board will select a 30 SW winner, an associate unit winner, and a Team Vandenberg winner.

**Table 3.2. Company Grade Officer Board Composition Schedule**

Quarter	1st	2nd	3rd	4th	Annual
<b>PRESIDENT</b>	1	3	5	4	2
<b>Member#1</b>	5	2	1	2	1
<b>Member#2</b>	4	4	4	5	3
<b>Member#3</b>	3	5	3	1	5
<b>Member#4</b>	6 (14 AF)	6 (576 FLTS)	6 ( 18 IS)	6 (381 TRG)	6 (14 AF)
1 – 30th OPERATIONS GROUP 2 – 30th SPACE WING STAFF AGENCIES 3 – 30th LAUNCH GROUP					

4 – 30th MEDICAL GROUP  
5 - 30th MISSION SUPPORT GROUP  
6 - ASSOCIATE UNITS

3.2.1.9. Scoring. Scoring and winner selection is accomplished using a manual CGO scoring process. The APCM will provide instructions to each board member. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

3.2.1.9.1. Winners are selected from "records only" reviews or formal boards, which ever the 30 SW/CC and CCC deem appropriate.

3.2.1.9.2. The board evaluates each nominee based on information provided on the AF Form 1206, and the commander's nomination letter.

3.2.1.9.3. Individual board members will closely review each nomination package and apply the scoring information provided by the APCM.

3.2.1.10. The CGO board president will forward winner information to the APCM for inclusion in the awards script. The APCM will forward selected winners to the 30 SW/CV.

### 3.2.2. Enlisted Packages:

3.2.2.1. Nomination Cover Letter ([Attachment 6](#)). The commander or designated representative will sign the nomination cover letter, verifying that all the information contained in the AF Form 1206 is accurate and that all requirements set out in paragraph [3.1.4](#) and [3.1.5](#) are met.

3.2.2.2. Short biography (See [Attachment 3](#)).

3.2.2.3. Current version of AF Form 1206 written in bullet format (Refer to [Attachment 4](#) for format and headings).

3.2.2.4. Provide bullet statements within three mandatory headings: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement. All accomplishments are placed on the front side only and must be 15 lines or less. To maintain spirit and intent of the "whole-person" concept, Leadership and Job Performance in Primary Duty should comprise 60% of the total bullets, Significant Self-Improvement should comprise 20%, and Base or Community Involvement should comprise 20%.

NOTE: Section headings and acronym lists do not count against the 15 lines. Do not extend the headings with more information on the nominee. The additional information will get removed from the 1206.

3.2.2.5. Current Fitness Report

3.2.2.6. E-mail all package contents to Team Vandenberg Quarterly Awards.

3.2.2.7. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the APCM and approved by the 30 SW/CCC prior to 1600 on the suspense date.

3.2.2.8. Board Composition. Each enlisted selection board will consist of four members. Three separate boards will select the junior enlisted winners (Amn and NCO) and the SNCO winners. Table 3.3 outlines requirements for board members.

**Table 3.3. Enlisted Selection Board Composition**

<b>Airmen</b>		
Board Position	Rank Requirement	From
Chair	SNCO	30 SW or Associate Unit
Member	TSgt or SSgt	30 SW or Associate Unit
Member	TSgt or SSgt	30 SW
Member	TSgt or SSgt	Associate Unit
<b>Noncommissioned Officers</b>		
Board Position	Rank Requirement	From
Chair	SNCO	30 SW or Associate Unit
Member	SNCO	30 SW or Associate Unit
Member	SNCO	30 SW
Member	SNCO	Associate Unit
<b>Senior Noncommissioned Officers</b>		
Board Position	Rank Requirement	From
Chair	CMSgt	30 SW Command CMSgt
Member	CMSgt or SMSgt	30 SW or Associate Unit
Member	CMSgt or SMSgt	30 SW
Member	CMSgt or SMSgt	Associate Unit

3.2.2.9. Scoring. Scoring and winner selections are accomplished using a manual scoring process. The APCM will provide scoring information to all of the board members. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

3.2.2.9.1. Winners are selected from "records only" reviews or formal boards, which ever the 30 SW/CC and CCC deem appropriate.

3.2.2.9.2. The board evaluates each nominee based on information provided on the AF Form 1206 and the commander's nomination letter.

3.2.2.9.3. Individual board members will closely review each nomination package and apply the scoring information provided by the APCM.

3.2.2.10. The APCM will collect winner information from each board president and confirm all winners before inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CCC.

### **3.2.3. Civilian Packages:**

3.2.3.1. Nomination Cover Letter ([Attachment 7](#)). The commander or designated representative will sign the nomination cover letter, verifying that all the information contained in the AF Form 1206 is accurate and that all requirements set out in paragraph **3.1.4.** and **3.1.5.** are met.

3.2.3.2. Short biography ([Attachment 3](#)).

3.2.3.3. Current version of AF Form 1206 written in bullet format.

3.2.3.4. Provide bullet statements for the following four categories: Category I and II - Job Accomplishments, Efficiency and Productivity; Demonstrated Leadership Qualities and Initiative; Self-Improvement and Development; and Base and Community Involvement. Supervisor Category I and II – Motivates and Creates a Productive Work Environment; Encourages Professional Growth of Staff; Communicates and Promotes a Collaborative Environment. All accomplishments are only placed on the front side of the 1206 and must be 15 lines or less.

**Note:** Section headings and acronym lists do not count against the 15 lines. Do not extend the headings with more information on the nominee. The additional information will get removed from the 1206.

3.2.3.5. E-mail all package contents to Team Vandenberg Quarterly Awards.

3.2.3.6. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the APCM and approved by the 30 SW/CD prior to 1600 on the suspense date.

3.2.3.7. Board Composition. The 30 SW/CD or representative will chair the four civilian recognition boards throughout the year. In addition to the board chair, there are two board members serving in the grade of O-3/GS-12 equivalent or higher. Every effort is made to include board members from both the 30 SW and associate units.

3.2.3.8. Scoring. Scoring and winner selection is accomplished using a manual scoring process. The APCM will provide scoring information to all of the board members. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board chair will determine a winner.

3.2.3.8.1. Winners are selected from “records only” reviews.

3.2.3.8.2. The board evaluates each nominee based on information provided on the AF Form 1206 and the commander’s nomination letter to select one Team Vandenberg winner for Category I, Category II and Supervisor Category I and Supervisor Category II.

3.2.3.8.3. Individual board members will closely review each nomination package using the scoring scales provided by the APCM. Refer to [Attachment 5](#) for general package scoring guidance.

3.2.3.9. The APCM will collect winner information from the board chair for inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CCC.

3.2.4. Volunteer Packages. To be eligible for this award, a nominee must complete a minimum of 20 hours of volunteer service encompassing unit, base, and/or civilian community activities. There are two categories of nominees: Active Duty/DOD Civilian and Family Member/Non-DOD Civilian.

3.2.4.1. Nomination Cover Letter ([Attachment 8](#)). The commander or designated representative will sign the nomination cover letter, verifying that all the information contained in the AF Form 1206 is accurate and that all requirements set out in paragraph [3.1.4](#) and [3.1.5](#) have are met.

3.2.4.2. Short biography ([Attachment 3](#)).

3.2.4.3. Current version of AF Form 1206 written in bullet format.

3.2.4.4. Provide bullet statements for the following four headings: Service; Leadership; Interpersonal Relations; and Community Involvement. All accomplishments are placed on the front side only and must be 15 lines or less.

**Note:** Section headings and acronym lists do not count against the 15 lines. Do not extend the headings with more information on the nominee. The additional information will get removed from the 1206.

3.2.4.5. E-mail all package contents to Team Vandenberg Quarterly Awards.

3.2.4.6. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the APCM and approved by the 30 MSG/CD prior to 1600 on the suspense date.

3.2.4.7. Board Composition. Board members are selected by the 30 MSG/CD or designated representative. The board members will consist of two E-8s or higher and two GS-9s or higher. Every effort is made to include board members from both the 30 SW and associate units.

3.2.4.8. Scoring. Scoring and winner selection is accomplished using a manual scoring process. The APCM will provide scoring information to all of the board members. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

3.2.4.9.1. Winners are selected from "records only" reviews.

3.2.4.9.2. The board evaluates each nominee based on information provided on the AF Form 1206 to select one Team Vandenberg winner for each category (Active Duty/DOD Civilian and Family Member/Non-DOD Civilian).

3.2.4.10. The APCM will collect the winners' information and confirm the winners with the board president or Volunteer Representative before inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CCC.

3.2.5. Honor Guard Packages. The nomination/selection process is managed by 30 SW/CCP Honor Guard NCOIC, for the Honor Guard Airman, NCO, and CGO of the Quarter. The designated representative will e-mail winners' information to Team Vandenberg Quarterly Awards NLT the established suspense date.

3.2.6. Non-Appropriated Funds Packages. Refer to 30 MSG/SV Operating Instructing (OI) 34-107, *Non-Appropriated Funds (NAF) Personnel Awards/Recognition Program* for nomination and selection procedures. Winners are selected in NAF Categories I, II, and III. Designated representatives will e-mail winners' information to Team Vandenberg Quarterly Awards NLT the established suspense date.

3.2.7. Spirit of Vandenberg Award. The "Spirit of Vandenberg" trophy is presented to a 30 SW Group or Squadron (include wing staff agencies) or an associate unit that displays the highest levels of enthusiasm, motivation, and spirit during the quarterly luncheons only. To be competitive, units are highly encouraged to bring their guidons, unit mascots, noisemakers, and cheers to all activities. The 30 SW/CC and 30 SW/CCC will choose the

winners based on “displayed enthusiasm” during the quarterly awards luncheon. The winning organization is awarded a traveling trophy and will maintain it until the next quarterly awards luncheon. The data plate is updated within three duty days at the Arts and Crafts Center. The organization is also responsible to ensure the trophy is present and relinquished at the next quarterly awards luncheon.



## Chapter 4

### ANNUAL AWARDS PROGRAM

**4.1. General Information.** This program recognizes individuals for outstanding achievements and superior duty performance resulting in significant contributions to the mission of their unit, Team Vandenberg, and the United States Air Force during the calendar year.

4.1.1. Competition Period. 1 January to 31 December.

4.1.2. Suspense's. Suspense dates are established, announced, and advertised by the APCM. The APCM will make an announcement a minimum of 30 days in advance via e-mail to group POCs, and the Vandenberg network. Unless otherwise approved by the appropriate authority, all packages are due by 1600 hours on the suspense date.

4.1.2.1. Recognition process information is provided to commanders, group executive officers, group superintendents, first sergeants and group POCs.

4.1.3. Nominating Officials. The 30 SW/DS (wing staff agencies); each 30 SW group commander, each associate unit group commander or unit commander (if not associated with a local group) may nominate one deserving individual per competition category.

4.1.4. Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a member was a senior airman for seven months and then was promoted to staff sergeant, the member will compete in the airman category.

4.1.4.1. Eligible competition categories; refer to [Table 3.1](#)

4.1.5. Eligibility Criteria. All Team Vandenberg members who meet the competition criteria outlined in paragraph [3.1.4](#) may compete for annual honors. Refer to [Attachment 9](#) for additional information concerning 12 OAY requirements.

4.1.6. Candidate Disqualifiers. Refer to paragraph [3.1.5](#)

4.1.7. 30 SW annual award winners in the military and civilian categories only are forwarded to the Numbered AF for annual awards competition. Winners of the Numbered AF competition will go forward to compete at the MAJCOM-level. The enlisted category winners will compete against the other assigned wings for the Twelve Outstanding Airmen of the Year (12 OAY) and First Sergeant of the Year (FSOY) honors. Associate units will forward their top winners through their appropriate command channels for MAJCOM-level competition.

## 4.2. Nomination and Selection Process

### 4.2.1. Company Grade Officers (CGO) Packages

4.2.1.1. Nomination cover letter ([Attachment 2](#)). The commander or designated representative will sign the nomination cover letter verifying the information provided on the AF Form 1206 is accurate and that all requirements set out in paragraph [3.1.4](#) and [3.1.5](#) are met.

4.2.1.2. Long biography ([Attachment 10](#))

4.2.1.3. Use the current version of AF Form 1206, guidance for the annual awards change frequently, therefore the APCM will provide accurate guidance to all awards POC's prior to package submission.

4.2.1.4. Provide bullet statements regarding these three mandatory headings: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement. All comments are only placed on the front side of the 1206. Review [Attachment 4](#) for more guidance.

4.2.1.5. Base-level Report of Individual Personnel (RIP). (Records review RIP)

4.2.1.6. Current Fitness Report.

4.2.1.7. E-mail all package contents to Team Vandenberg Quarterly Awards.

4.2.1.8. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the APCM and approved by the 30 SW/CV prior to 1600 hours on the suspense date.

4.2.1.9. Board Composition. Refer to paragraph [3.2.1.7](#)

4.2.1.10. Scoring. Scoring and winner selection is accomplished using a manual CGO scoring process. The APCM will provide instructions to each board member. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

4.2.1.10.1. Winners are selected from "records only" reviews.

4.2.1.10.2. The board evaluates each nominee based on information provided on the AF Form 1206, commander's nomination letter, and RIP.

4.2.1.10.3. Individual board members will closely review each nomination package using the scoring scales provided by the APCM. Refer to [Attachment 5](#) for general package scoring guidance.

4.2.1.11. The CGO Board President will forward winner information to the APCM for inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CV.

#### 4.2.2. **Enlisted Packages** (Including 12 OAY and FSOY)

4.2.2.1. Nomination cover letter ([Attachment 6](#)). The commander or designated representative will sign the nomination cover letter verifying the information provided on the AF Form 1206 is accurate and that all requirements set out in paragraph [3.1.4](#). and [3.1.5](#) are met.

4.2.2.2. Long biography ([Attachment 10](#))

4.2.2.3. Use most current AF Form 1206 version, one page, front only and written in bullet format. Use 12-point font, Capitalize each category title on the AF Form 1206.

4.2.2.3.1. Provide bullet statements regarding these three mandatory headings: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement. All comments are only placed on the front side of the 1206. Review [Attachment 4](#) for more guidance.

4.2.2.4. Statement of Intent—12 OAY (Amn, NCO, & SNCO) ([Attachment 11](#)).

4.2.2.5. Media Release Statement—FSOY and 12 OAY ([Attachment 12](#)).

4.2.2.6. Base-level Report of Individual Personnel (RIP) (records review RIP).

4.2.2.7. Current Fitness Report.

4.2.2.8. E-mail all package contents to Team Vandenberg Quarterly Awards.

4.2.2.9. Ensure packages meet the advertised suspense date. Requests for extensions must be made through the APCM and approved by the 30 SW/CCC prior to 1600 on the suspense date.

4.2.2.10. Board Composition. Refer to [Table 3.3](#) for Airman, NCO, and SNCO board composition. The FSOY board is chaired by 30 SW/CCC.

4.2.2.11. Scoring. Scoring and winner selection is accomplished using a manual scoring process. The APCM will provide instructions to each board member. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

4.2.2.11.1. Winners are selected from "records only" reviews.

4.2.2.11.2. The board evaluates each nominee based on information provided on the AF Form 1206, and the commander's nomination letter.

4.2.2.11.3. Individual board members will closely review each nomination package using the scoring scales provided by the APCM. Refer to [Attachment 5](#) for general package scoring guidance.

4.2.2.12. The Enlisted Board President will forward winner information to the APCM for inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CCC.

#### 4.2.3. Civilian Packages.

4.2.3.1. Nomination cover letter signed by the commander or designated representative verifying the accuracy of all the information contained in the AF Form 1206 ([Attachment 7](#)).

4.2.3.2. Long biography ([Attachment 10](#)).

4.2.3.3. Provide bullet statements for the following four categories: Category I and II - Job Accomplishments, Efficiency and Productivity; Demonstrated Leadership Qualities and Initiative; Self-Improvement and Development; and Base and Community Involvement. Supervisor Category I and II – Motivates and Creates a Productive Work Environment; Encourages Professional Growth of Staff; Communicates and Promotes a Collaborative Environment. All accomplishments are placed on the front side of the 1206.

4.2.3.4. E-mail all package contents to Team Vandenberg Quarterly Awards

4.2.3.5. Board Composition. The annual civilian recognition board is chaired by the 30 SW/CD. In addition to the board chair, four additional board members serving in the

grade of 0-4/GS-14 or higher will make up the board. Every effort is made to include board members from both the 30 SW and associates units.

4.2.3.6. Scoring. Scoring and winner selection is accomplished using a manual scoring process. The APCM will provide instructions to each board member. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

4.2.3.6.1. Winners are selected from "records only" reviews.

4.2.3.6.2. The board evaluates each nominee based on information provided on the AF Form 1206 and the commander's nomination letter.

4.2.3.6.3. Individual board members will closely review each nomination package using the scoring scales provided by the APCM. Refer to [Attachment 5](#) for general package scoring guidance.

4.2.3.7. The Civilian Board Chair will forward winner information to the APCM for inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CCC.

4.2.4. **Volunteer Packages.** To be eligible for this award, a nominee must complete a minimum of 100 hours volunteer service encompassing unit, base, and/or civilian community activities. There are two categories of nominees: Active Duty/DOD Civilian and Family Member/Non-DOD Civilian.

4.2.4.1. Nomination Cover Letter ([Attachment 8](#)). The commander or designated representative will sign the nomination cover letter, verifying that all the information contained in the AF Form 1206 is accurate and that all requirements set out in paragraph [3.1.4](#) and [3.1.5](#) are met.

4.2.4.2. Long biography ([Attachment 10](#)).

4.2.4.3. Use the most current AF Form 1206 version, (one page, front only) and written in bullet format. Use 12-point font. Bold and capitalize each category title on the AF Form 1206. Provide bullet statements for the following four headings: Service; Leadership; Interpersonal Relations; and Community Involvement.

4.2.4.4. E-mail all package contents to Team Vandenberg Quarterly Awards.

4.2.4.5. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the APCM and approved by the 30 MSG/CD prior to 1600 on the suspense date.

4.2.4.6. Board Composition. Board members are selected by the 30 MSG/CD. The board members will consist of two E-8s or higher and two GS-9s or higher. Every effort is made to include board members from both the 30 SW and associate units.

4.2.4.7. Scoring. Scoring and winner selection will be accomplished using a manual scoring process. The APCM will provide scoring information to all of the board members. Scoring guidance is listed in [Attachment 5](#). In the event of a tie, the board president's score will determine a winner.

4.2.4.8.1. Winners are selected from "records only" reviews.

- 4.2.4.8.2. The board evaluates each nominee based on information provided on the AF Form 1206 to select one Team Vandenberg winner for each category (Active Duty/DOD Civilian and Family Member/Non-DOD Civilian).
- 4.2.4.9. The APCM will collect winner information from the board president or Volunteer Representative for inclusion in the awards script. The APCM will forward a list of winners to the 30 SW/CC and CCC.
- 4.2.5. Air Force Volunteer Excellence Award. Refer to 'Attachment 5' in AFI 36-3009, *Family Support Center Program* for nomination/selection requirements. This award recognizes federal civilians, family members, and military/federal retirees who perform community service of a sustained, direct, and consequential nature and may be presented by the wing commander at the annual awards banquet. Their service is for exceptional long-term community support and not just a single act or achievement.
- 4.2.6. Honor Guard Members of the Year. This nomination/selection process is managed by 30 SW/CCP Honor Guard NCOIC for the Honor Guard Airman, NCO, and CGO of the Year.
- 4.2.7. Non-Appropriated Funds Employees of the Year. Refer to 30 MSG/SV OI 34-107 for nomination and selection procedures.

## Chapter 5

### RECOGNITION CEREMONIES

**5.1. Team Vandenberg Quarterly/Annual Awards Ceremonies.** These ceremonies culminate the recognition process through quarterly luncheons and an annual formal/semi-formal banquet. Quarterly luncheons are conducted in the first month following the competition period. The annual banquet is held in January or February of each year. These functions are managed and conducted by the Awards Program Committee.

**5.2. Ceremony Procedures/Information.** Official notification of the 30 SW, associate unit, and Team Vandenberg quarterly/annual award winners are made at the base-level recognition ceremonies.

5.2.1. These presentation/ceremonial functions are conducted as outlined in the timelines located in [Attachment 13](#).

5.2.2. The 30 SW winners in the CGO, enlisted, and civilian categories are nominated for the Numbered Air Force awards competition. The APCM will ensure completed packages are forwarded to the 30 SW/CCE. The 30 SW/CCE will forward the winning packages to the Numbered Air Force by the established suspense date.

5.2.3. Ticket Sales. First sergeants or designated representatives are the points of contact for purchasing tickets. Tickets are required for attendance at these recognition ceremonies, to include nominees, and are on sale until one week prior to the event date. Unit commanders/supervisors will ensure all nominees have tickets for these events.

## **Chapter 6**

### **RECOGNITION AWARD PRESENTATIONS**

**6.1. Quarterly and Annual Awards.** The Wing Commander and Command Chief Master Sergeant will present the quarterly and annual awards.

**6.2. Quarterly Spirit of Vandenberg Award.** The Wing Commander and Command Chief Master Sergeant will present the quarterly Spirit of Vandenberg award.

## Chapter 7

### RECOGNITION AWARD BENEFITS

**7.1. Awards and Gifts.** The 30 SW and Associate Unit CGOs and Enlisted members will receive a wing or associate unit award. Team Vandenberg winners will also receive an award, Team Vandenberg categories include; CGO, Enlisted, Civilians, Volunteers and honor guard. Non-Appropriated Funds (NAF) awards are purchased and provided to the Awards Program Committee by 30 FSS/FSV. Other gifts and honors are received from other agencies or entities and are equally divided amongst the (military category) Team Vandenberg winners.

**7.2. Civilian Recognition.** To ensure civilian winners are not provided multiple monetary awards for the same contributions (i.e., receive performance bonus or other monetary awards for achievements listed in the nomination package), civilian nominees and award winners are not to be awarded monetary awards as part of the annual or quarterly awards program.

**7.3. Recognition Program Funding.** The purchase of awards, coins, and medallions are made using Operations and Maintenance funds IAW AFI 65-601V1, *Budget Guidance and Procedures*.



## Chapter 8

### FITNESS T-SHIRT AWARD

**8.1. The Air Force Fitness Program is a science-based, commander-oriented approach for the 21st Century Air Force.** Fitness incorporates into our Air Force culture an environment for all Airmen to maintain physical and health standards to meet expeditionary mission requirements and deliver a fit and ready force. The 30 SW has established a wing fitness t-shirt award to recognize this approach and increase motivation, dedication and determination needed to excel.

**8.2. Awarding of the Fitness Award T-Shirt:**

8.2.1. Active-duty Air Force members assigned to Vandenberg that accomplish an annual fitness assessment IAW AFI 10-248, are eligible for the award. Members must test on all four components (aerobic, body composition, crunches and push-ups), achieve a composite fitness score of 90 points or more and be tobacco-free. Tobacco-free is defined as not having used tobacco products in the last year. Members exempt from any part of the assessment or waived from testing are not eligible. This award is not retroactive.

8.2.2. The unit commander will send a memo to the Health and Wellness Center (HAWC) with a list of members eligible for the award and certifies the members have been tobacco-free for at least a year. The HAWC will verify the information and determine if the member meets the requirements. The unit CC may award the t-shirts at their discretion. Units are responsible for making logistical arrangements for presentation to its members.

**8.3. Funding of Presentations.** The 30 SW will purchase and provide, through the HAWC, all earned t-shirts IAW 30 SWI 36-2810, AFI 36-2805, *Specials Trophies and Awards* and AFI 65-601V1, *Budget Guidance and Procedures*.

## Chapter 9

### CEREMONIAL VENUES, DECORATIONS AND RECOGNITION

**9.1. Additional Recognition Programs and Events.** The recognition information outlined below is provided to give all leadership levels additional tools to use in honoring the contributions, efforts, and hard work of the members assigned to their units.

**9.2. Warrior of the Week.** This program recognizes individuals who perform in a consistently superior manner and earns them “spotlight” recognition in the base publication. Submission requires completion of the applicable information to the 30 SW Public Affairs office.

**9.3. 30 SW Commander and Command Chief Master Sergeant Recognition Program.** The 30 SW/CC/CCC presents 30 SW Recognition Coins to individuals whom they believe deserve on-the-spot recognition for outstanding performance that improves overall mission success.

**9.4. Dorm Room of the Quarter.** The 30 CES/CEACU (Unaccompanied Housing Superintendant) indentifies room quarterly for this award. A panel of military leaders on Vandenberg will evaluate the rooms and select the best room. Contact the Unaccompanied Housing Superintendant for more information.

**9.5. Funding of Presentations.** The purchase of awards, coins, and medallions are made using Operations and Maintenance funds IAW AFI 65-601V1, *Budget Guidance and Procedures*.

RICHARD W. BOLTZ, Col, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 31 October 2000

AFI 10-248, *Air Force Fitness Program*, 25 September 2006

AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-2805, *Specials Trophies and Awards*, IC 22 November 2006

AFI 36-3009, *Family Support Center Program*, IC 22 November 2006

AFI 65-601V1, *Budget Guidance and Procedures*, 3 March 2005

***Adopted Forms***

AF Form 1206, *Nomination for Award*, 1 July 2000

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**APCM**—Awards Program Committee Manager

**CGO**—Company Grade Officer

**DAPCM**—Deputy Awards Program Committee Manager

**DOD**—Department of Defense

**EPR**—Enlisted Performance Report

**FSOY**—First Sergeant of the Year

**GS**—General Schedule

**HAWC**—Health and Wellness Center

**MAJCOM**—Major Command

**NAA**—Notable Achievement Award

**NAF**—Non-Appropriated Funds

**NCO**—Noncommissioned Officer

**NCOIC**—Noncommissioned Officer In Charge

**NLT**—No Later Than

**NSPS**—National Security Personnel System

**OAY**—Outstanding Airman of the Year

**OPR**—Officer Performance Report

**POC**—Point of Contact

**RBPC**—Recognition Board Process Coordinator

**RIP**—Report on Individual Personnel

**RSVP**—Respond Promptly

**SNCO**—Senior Noncommissioned Officer

**SSS**—Staff Summary Sheet

**SW**—Space Wing

**TOA**—Time-Off Award

**U.S.C.**—United States Code

**WG**—Wage Grade

**WL**—Wage Level

**Attachment 2****SAMPLE CGO NOMINATION COVER LETTER (QUARTERLY/ANNUAL AWARDS)**

(USE LETTER HEAD)

MEMORANDUM FOR 30 SW/CV

FROM: (Group or Squadron CC)

SUBJECT: Nomination for CGO of the Quarter

1. Name of Award: CGO of the Quarter
2. Inclusive Dates: 1 Jul - 30 Sep 07 (Appropriate Quarter or Annual Dates)
3. Nominee: John F. Doe
4. Rank/Date of Rank: Captain/1 Nov 2003
5. AFSC/Duty Title: 3S2/Flight Commander
6. Time in Service: 4 years, 3 months
7. Time on Station: 1 year, 6 months
8. Education Level/Date: MA in Organizational Leadership/2006
9. PME/Completion Date: ASBC/2002
10. Organization: 30th Mission Support Squadron
11. Duty Phone: 606-1234
12. Nominator: Lt Col Thomas A. Thumb
13. Duty Phone: 606-5678
14. This document contains personal information, the disclosure of which may constitute an unwarranted invasion of personal privacy. Protect this information in accordance with the Privacy Act of 1974 and AFI 33-332, Privacy Act Program.
15. I, \_\_\_\_\_, give my consent to release the information in this package in order to be  
Signature of Nominee considered for this award.
16. I certify that the information provided on AF Form 1206 is true, accurate, and correct to the best of my knowledge. I also confirm the nominated individual has a passing fitness test score within the past 12 months.

THOMAS A. THUMB, Lt Col, USAF  
Commander

**Attachment 3****SAMPLE BIOGRAPHY-SHORT FORMAT (QUARTERLY AWARDS)**

Information for Biography Preparation

- Times New Roman 12 font
- One inch margins
- 6 lines max (4 lines general info and 2 strongest accomplishments from 1206, all written in narrative format)
- Bio should include rank/name, duty title, organization, and primary duty

**EXAMPLE**

**SENIOR AIRMAN JOHN A. DOE**

AFSC: 1A0X2, satellite communications controller

Senior Airman John A. Doe is assigned to the 30th Operations Support Squadron, as a Satellite Communications Controller. His duties include administrative control of four regional satellite communications centers and systems integration and maintenance of the nation's only Air and Space Operations Center. He led a 19-mile GPS exercise, infusing real world ops into a training scenario and AFSPC IG declared this event "Outstanding!" Airman Doe also completed requirements for Embry Riddle MBA in Aerospace Management with an impressive 3.9 GPA.

**Attachment 4****AF FORM 1206 REQUIREMENTS – INDIVIDUAL RECOGNITION PROCESS  
(QUARTERLY/ANNUAL AWARDS)**

Although not all inclusive, the following samples provide information to considered under each specific heading within each award category.

**CGO and Enlisted Category Headings****LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:**

- New techniques
- Contributions to increased mission effectiveness and efficiency
- Acceptance of responsibilities
- Scope and level of responsibility and cost saving initiatives
- Nine bullets are the optimal number of bullets for this category (**quarterly awards only**)

**SIGNIFICANT SELF-IMPROVEMENT:**

- Academic and off-duty education accomplishments
- Professional Military Education
- Voluntary enrollment in career development, technical training or quality courses
- Three bullets are the optimal number of bullets for this category (**quarterly awards only**)

**BASE OR COMMUNITY INVOLVEMENT:**

- Leadership and involvement in the military and civilian communities
- Participation in professional organizations, associations/events and cultural organizations
- Three bullets are the optimal number of bullets for this category (**quarterly awards only**)

### **Civilian Category I & II Headings**

#### **JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY:**

- Scope and level of responsibilities
- Unit and mission impact

#### **DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE:**

- Significant leadership accomplishments
- How well member performed assigned duties
- New initiative/techniques developed by the employee and impact to unit and/or mission

#### **SELF-IMPROVEMENT AND DEVELOPMENT:**

- How member developed or improved skills related to primary duties
- Include any education related or unrelated to primary duties (e.g., class/course/degree enrollment or completion, grade point average, etc.). Cite any other relevant training or activity that significantly enhanced member's value as an employee

#### **BASE AND COMMUNITY INVOLVEMENT:**

- Scope and impact of member's positive leadership or involvement in military/civilian community
- Include leadership/membership/participation in unit advisory councils, professional military organizations, associations, events (e.g., booster clubs, AFA, toastmasters, etc.)



### **Civilian Supervisor Category I & II Headings**

#### **MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT:**

- Describe efforts undertaken to increase productivity of employees
- Include workload challenges overcome by motivating the workforce

#### **ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS:**

- Include initiatives that improved efficiency or removed redundancy in processes
- Include any developed processes that met overarching requirements while reducing workload

#### **ENCOURAGES PROFESSIONAL GROWTH OF STAFF:**

- Include initiatives that increased competency of employees or enabled career progression of employees

#### **COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT:**

- How interfaces amongst employees and other agencies successfully functioned
- Include any improvements in collaboration amongst agencies that enabled mission success

### **Volunteer Category Headings**

#### **SERVICE:**

- How has the nominee served
- Goals the nominee has helped groups, organizations, or individuals reach or obstacles the nominee has helped the organization overcome
- Personal service to a group, organization, or individual that resulted in a positive outcome
- Cite only contributions that can be held up as an example for others to emulate
- Include number of hours volunteered during the quarter
- In a very brief statement, it is acceptable to mention that the nominee is employed

#### **LEADERSHIP:**

- Leadership, initiative, and innovation in helping others or in providing service to the community or individuals
- Nominees' acceptance of responsibilities

#### **INTERPERSONAL RELATIONS:**

- How well nominee works with others or promotes the organization
- Professional qualities (attitude, appearance, integrity, and dependability)
- Ability to communicate with co-workers and the public. Include any comments/ratings from surveys that would validate positive customer feedback

#### **COMMUNITY INVOLVEMENT:**

- Positions (religious, civic, education, recreation or other area) held in the community
- Recognition for other volunteer services performed at an agency different from the nominating agency

## Attachment 5

### RECOGNITION BOARD MEMBER GUIDANCE

**A5.1. General Information.** Your duties and responsibilities in the recognition process require that you make wise determinations and maintain objective perspectives that will ensure only “the best of the best” are chosen to represent their units.

A5.1.1. You will apply integrity during competition proceedings and you will not divulge the results of this process. The 30 SW/CC and CCC will announce winners at the recognition luncheon/banquet.

A5.1.2. You must be fair, equitable, consistent, and impartial. Any prejudice or bias (positive or negative) must be set-aside during the competition board. Air Force core values must be adhered to at all times.

**A5.2. Packages.** You must read and evaluate each package on its own merit. Objectivity is the key to ensuring each nominee receives fair treatment and consideration.

A5.2.1. Read the contents of each package and absorb the material presented. Ensure the package is factual, detailed, and understandable.

A5.2.2. Review the package and ensure all information is presented in accordance with the requirements of this instruction (e.g., format, mechanics, etc...).

A5.2.2.1. Evaluate the packages based on the substance of the content provided. The quality and impact of the accomplishments are very important. You should compare the accomplishments of each nominee and then score accordingly.

A5.2.2.2. Keep in mind it is not your perceived “importance” of one’s job you’re rating, but what the individual did within their job.

**A5.3. Scoring.** Once you’ve read and reviewed each package, you’re ready to score.

A5.3.1. Pay careful attention to the category criteria. Filler and fluff do not count for anything. They actually detract from the write-up. Bullets that are listed in an incorrect category (for example, a job performance-related bullet listed in the significant self-improvement category) may negatively impact the overall score.

A5.3.2. Point System. The scoring for each award package is determined APCM and is approved by the 30 SW/CC/CV/CCC and CD.

A5.3.2.1. After all packages are scored, the highest composite scores amongst the nominees will dictate the overall winning package. The board president will record this result and forward the winner’s information to the APCM.

A5.3.3. Ties are not allowed. The board president will score all packages. The board president’s score will determine the winner in the event of a tie.

**Attachment 6****SAMPLE AIRMAN, NCO, AND SNCO NOMINATION COVER LETTER  
(QUARTERLY/ANNUAL AWARDS)**

(USE LETTER HEAD)

MEMORANDUM FOR 30 SW/CCC

FROM: (Group or Squadron CC)

SUBJECT: Nomination for (Airman, Noncommissioned Officer, Senior Noncommissioned Officer) of the Quarter

1. Name of Award: (Airman, Noncommissioned Officer, or Senior Noncommissioned Officer)
2. Inclusive Dates: 1 Jul - 30 Sep 07 (Appropriate Quarter or Annual Dates)
3. Nominee: John F. Doe
4. Rank/Date of Rank: Master Sergeant/1 Nov 2003
5. AFSC/Duty Title: 2M0/Flight Superintendent
6. Time in Service: 18 years, 3 months
7. Time on Station: 2 years, 6 months
8. Education Level/Date: Degree and Completion Date or <3YR 60-89 SH OR 90-134QH
9. PME/Completion Date: SNCOA Correspondence/1 Jun 2003
10. Organization: 4th Space Launch Squadron
11. Duty Phone: 606-1234
12. Nominator: Lt Col Thomas A. Thumb
13. Duty Phone: 606-5678
14. This document contains personal information, the disclosure of which may constitute an unwarranted invasion of personal privacy. Protect this information in accordance with the Privacy Act of 1974 and AFI 33-332, Privacy Act Program.
15. I, \_\_\_\_\_, give my consent to release the information in this package in order to be  
Signature of Nominee considered for this award.
16. I certify that the information provided on AF Form 1206 is true, accurate, and correct to the best of my knowledge. . I also confirm the nominated individual has a passing fitness test score within the past 12 months.

THOMAS A. THUMB, Lt Col, USAF  
Commander

**Attachment 7****SAMPLE CIVILIAN NOMINATION COVER LETTER (QUARTERLY/ANNUAL AWARDS)**

(USE LETTER HEAD)

MEMORANDUM FOR 30 SW/CD

FROM: (Group or Squadron CC)

SUBJECT: Nomination for Civilian of the Quarter (Category I, II, or III)

1. Name of Award: Civilian of the Quarter Category I
2. Inclusive Dates: 1 Jul - 30 Sep 06 (Appropriate Quarter or Annual Dates)
3. Nominee: Jane F. Doe
4. Grade: GS-5
5. Duty Title: Office Manager
6. Organization: 30th Operations Support Squadron
7. Duty Phone: 606-1234
8. Nominator: Lt Col Thomas A. Thumb
9. Duty Phone: 606-5678
10. This document contains personal information, the disclosure of which may constitute an unwarranted invasion of personal privacy. Protect this information in accordance with the Privacy Act of 1974 and AFI 33-332, Privacy Act Program.
11. I, \_\_\_\_\_, give my consent to release the information in this package in order to be  
Signature of Nominee considered for this award.
12. I certify that the information provided on AF Form 1206 is true, accurate, and correct to the best of my knowledge.

THOMAS A. THUMB, Lt Col, USAF  
Commander

**Attachment 8****SAMPLE VOLUNTEER NOMINATION COVER LETTER (QUARTERLY/ANNUAL AWARDS)**

(USE LETTER HEAD)

MEMORANDUM FOR 30 MSG/CD

FROM: (Group or Squadron CC)

SUBJECT: Nomination for Volunteer of the Quarter (Active Duty/DOD Civilian or Non-DOD Civilian/Family Member)

1. Name of Award: Active Duty/DOD Civilian Volunteer of the Quarter
2. Inclusive Dates: 1 Jul - 30 Sep 06 (Appropriate Quarterly or Annual Dates)
3. Nominee: John F. Doe
4. Grade: GS-5 or N/A
5. Duty Title: Underwater Basket Weaver or N/A
6. Organization: 30th Mission Support Squadron or N/A
7. Duty Phone: 606-1234 or N/A
8. Nominator: Lt Col Thomas A. Thumb
9. Duty Phone: 606-5678
10. This document contains personal information, the disclosure of which may constitute an unwarranted invasion of personal privacy. Protect this information in accordance with the Privacy Act of 1974 and AFI 33-332, Privacy Act Program.
11. I, \_\_\_\_\_, give my consent to release the information in this package in order to be  
Signature of Nominee considered for this award.
12. I certify that the information provided on AF Form 1206 is true, accurate, and correct to the best of my knowledge.

THOMAS A. THUMB, Lt Col, USAF  
Commander

## Attachment 9

### ADDITIONAL NOMINATION INSTRUCTIONS FOR 12 OAY

**A9.1.** There are three categories of competition for the 12 OAY: Airman (Airman Basic through Senior Airman); NCO (Staff Sergeant through Technical Sergeant); and SNCO (Master Sergeant through Chief Master Sergeant).

A9.1.1. Nominate members in the category of award that corresponds to the grade held the majority of the nomination period. If a member has held the grade of TSgt for seven months of the award period and is promoted to MSgt, nominate the member in the NCO category, not the SNCO category.

A9.1.2. If the member is promoted at the 6-month point of the award cycle, the nominating commander determines which category to nominate the member.

**A9.2.** Do not submit individuals who were previously selected as one of the Air Force 12 OAY.

**A9.3.** Retainability requirements:

A9.3.1. All 12 OAY nominees to MAJCOM require retainability through 30 Sep of the year following the competition period (e.g., nominated for 2005, selected in 2006, needs retainability through 30 Sep 2006).

A9.3.2. Nominees who do not have retainability through 30 Sep may extend their current enlistment IAW AFI 36-2606, *Reenlistment in the United States Air Force*, Table 4.1, Rule 28, as an exception to policy. Please contact 30 FSS/FSMPD for specific instructions.

A9.3.3. Nominees who do not have retainability through extensions must reenlist to obtain the needed retainability. The 23/48-month extension limitations will not be violated.

**A9.4.** A Statement of Intent must be signed and dated by the nominee agreeing that if they are selected, they will obtain the required retainability. All nominees must sign a statement of intent.

**Attachment 10****SAMPLE BIOGRAPHY - LONG FORMAT (ANNUAL AWARDS ONLY)****CAPTAIN JOHNNIE B. GOODE****1AFSC: 13S4, SPACE OPERATIONS OFFICER**

Captain Johnnie B. Goode is assigned to the 30th Space Wing, 30th Operations Group, 30th Operations Support Squadron, Spacelift Systems and Development, Vandenberg Air Force Base California. Captain Goode was born in Paris, Texas in 1963. He attended Paris High School in Paris, Texas, where he graduated in 1980. As a high school student, he was president of the student government, member of the National Honor Society, and a high school All-American in baseball. Upon graduation, he received an appointment to the United States Air Force Academy and entered the Academy In June of 1980. As a cadet, Lieutenant Goode played shortstop on the varsity baseball team and was a member of the Wings of Blue Parachute Team that won the Collegiate National Championship in 1983. He graduated from the Academy in June of 1984. Captain Goode's first assignment was as a satellite officer in the Space Defense Operations Center (SPADOC), Cheyenne Mountain Air Force Base, Colorado. During his 2 1/2-year tour in the SPADOC, he served as Satellite Officer, Chief Satellite Officer, Chief Satellite Officer Instructor, and Primary Chief Satellite Officer Evaluator for Standardization and Evaluation. In March of 1996, Lieutenant Goode was transferred to the 30th OSS, Spacelift Activities (now the Spacelift Systems and Development), where he is currently assigned. Captain Goode has completed Squadron Officer School in residence and is currently enrolled in a Master's program in space systems and management at Embry-Riddle Aeronautical University. He was named Outstanding Young Man of America for 1994. Captain Goode is married to the former Catherine Lynn Jones of Roanoke, Virginia. He attends First Southern Baptist Church in Lompoc and has been active with the Fellowship of Christian Athletes. This year, Captain Goode led a 19-mile GPS exercise, infusing real world ops into a training scenario and AFSPC IG declared this event "Outstanding!" He also completed requirements for Embry Riddle MBA in Aerospace Management graduating with an impressive 3.9 GPA.

**Note 1:** Double space between NAME, and AFSC.

**Note 2:** Limit to one single-spaced type written page.

**Note 3:** Incorporate two strong accomplishments from the AF Form1206 written in narrative format.

**Attachment 11****SAMPLE STATEMENT OF INTENT--12 OAY AND FSOY**

Date: \_\_\_\_\_

1. I have not applied for a commissioning program and, if selected as a 12 OAY, I will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection.
2. If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM/CC or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention.
3. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.

JANE M. DOE, MSgt, USAF

**Note 1:** Statement must be verbatim for both 12 OAY and FSOY nominations.**Note 2:** Statement must be signed and dated by the nominee.



**Attachment 12****SAMPLE MEDIA RELEASE STATEMENT--12 OAY AND FSOY**

Date: \_\_\_\_\_

1. I do/do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include privacy act information or personally indentifying information (PII) found in AFI 22-332, Privacy Act Program, chapter 12, disclosing records to third parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph 7.3., and paragraphs 10.2.1. and 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than Name, Rank, and Base of Assignment.
2. Disclosure statement: Voluntary, if permission is not granted it will not preclude member who is signing below from 12 OAY competition.

JANE M. DOE, MSgt, USAF

**Note 1:** Statement must be verbatim for both 12 OAY and FSOY nominations.**Note 2:** Statement must be signed and dated by the nominee.

## Attachment 13

## TEAM VANDENBERG RECOGNITION PROCESS TIMELINES

Table A13.1. Team Vandenberg Recognition Process Timelines

<b>FIRST QUARTER:</b>	
30 days prior to Pkg suspense	Quarterly Awards Program Announcement (to units)
2nd Wednesday of April	Awards Packages Due
2nd Friday of April	Board Briefing/Meeting
3rd Monday of April	Recognition Board
Friday before Luncheon	Final Ticket Sales (See your First Sergeant or designee)
Last Thursday of April	Recognition Luncheon
15 May (TBD)	14AF Recognition Submission (30 SW winners only)
<b>SECOND QUARTER:</b>	
30 days prior to Pkg suspense	Quarterly Awards Program Announcement (to units)
2nd Wednesday of July	Awards Packages Due
2nd Friday of July	Board Briefing/Meeting
3rd Monday of July	Recognition Board
Friday before Luncheon	Final Ticket Sales (See your First Sergeant or designee)
Last Thursday of July	Recognition Luncheon
15 August (TBD)	14 AF Recognition Submission (30 SW winners only)
<b>THIRD QUARTER:</b>	
30 days prior to Pkg suspense	Quarterly Awards Program Announcement (to units)
2nd Wednesday of October	Awards Packages
2nd Friday of October	Board Briefing/Meeting
3rd Monday of October	Recognition Board
Friday before Luncheon	Final Ticket Sales (See your First Sergeant or designee)
Last Thursday of October	Recognition Luncheon
15 November (TBD)	14 AF Recognition Submission (30 SW winners only)
<b>FOURTH QUARTER:</b>	
30 days prior to Pkg suspense	Quarterly Awards Program Announcement (to all units)
Last Wednesday of December	Awards Packages Due
1st Duty day of January	Board Briefing/Meeting
2 days after the Board Briefing	Recognition Board
Friday before Luncheon	Final Ticket Sales (See your First Sergeant or designee)
2nd Thursday of January	Recognition Luncheon
15 February	14 AF Recognition Submission (30 SW submissions only)
<b>ANNUAL AWARDS:</b>	
Mid-November	Annual Awards Program Announcement (to all units)
Last Wednesday of January	Awards Packages Due
Last Friday of January	Board Briefing/Meeting
1st Friday of February	Recognition Board
2nd Friday of February	Annual Awards Banquet
TBD by 14AF/A1	14 AF Recognition Submission (30 SW winners only)
<b>NOTE: ALL DATES ARE SUBJECT TO CHANGE</b>	